**2025 GKS 한일교육교류협력사업**

**학사·전문학사/석·박사 학위과정**

**Application Checklist**

**Embassy Track (공관전형)**

Name of Applicant(성명) : (Family Name) (Given Name)

Country of Citizenship(국가) :

Desired Program:  Associate Degree  Bachelor’s Degree  Master’s Degree  Doctoral Degree

Checklist (Submission of Documents) Please check (√) in the appropriate box.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Type** | **No.** | **Application Documents** | **Note** | **check** |
| **Documents to complete** | 1 | (Form 1) Application Form | Required |  |
| 2 | (Form 2) Personal Statement |  |
| 3 | (Form 3) Study Plan |  |
| 4 | (Form 4) ONE letter of Recommendation |  |
| 5 | (Form 5) Applicant Agreement |  |
| 6 | (Form 6) Personal Medical Assessment |  |
| **Required/ Optional certificates**  \* Submit with apostille/ consular confrimation | 7 | Proof of citizenship (applicant and parents) and proof of family relationship | Required |  |
| 8 | Most Recent Graduation Certificate (or certificate of expected graduation) |  |
| 9 | Most Recent Academic transcript |  |
| 10 | Graduation Certificate (or certificate of expected graduation) of Associate / Bachelor’s / Master’s degree program (If any) | Optional for relevant applicants |  |
| 11 | Academic Transcript of Associate / Bachelor’s / Master’s degree program  (If any) |  |
| 13 | Proof of Korean Citizenship Renunciation Document | Required for relevant applicants |  |
| **Other documents** | 12 | Score report of valid TOPIK (original) or English Proficiency Test (copy) | Optional |  |
| 13 | Copy of awards and other certificates, etc. (copy) | Optional |  |
| 14 | Copy of Published Papers, Research Papers, etc (copy) | Optional |  |
| 15 | Applicant’s Passport (copy) | Required for relevant applicants |  |

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**학사·전문학사/석·박사 학위과정**

**FORM 1. Application**

*Click the box(**) to check or uncheck. Please complete the form below. It* ***must*** *be typed in* ***Korean*** *or* ***English****.*

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| Full Name  성명 | | | | *Family Name 성* | | | | | *Given Name 이름* | | | | | | | | | | Gender 성별 | | | | | | | | | | | Marital Status  결혼여부 | | | | | | | | Passport photo taken within the last 6 months  최근 6개월 이내 촬영한 여권 사진 | | |
| Male  Female | | | | | | | | | | | Single  Married | | | | | | | |
| *\*Please write your* ***full name*** *as indicated on your passport.* | | | | | | | | | | | | | | | | | | |
| Date of Birth 생년월일  (YYYY-MM-DD) | | | |  | | | | | | | | | | Age 나이 | | | | | | | | | | |  | | | | | | | | | | | | |
| Country 국가 | | | |  | | | | | | | | | | Citizenship 국적 | | | | | | | | | | |  | | | | | | | | | | | | |
| Contact Information 연락처  **\*Must be applicant’s** | | | | *Address* | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| *Phone (Must start with the country code)*  *①Applicant’s:* | | | | | | | | | | | | | | | | | *Phone (Must start with the country code)*  *②Parent’s:* | | | | | | | | | | | | | | | | | | | |
| *E-mail (be careful of putting a wrong email address)* | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Program to Apply 지원과정 | | | | Associate Degree 전문학사과정  Bachelor’s Degree 학사과정  Master’s Degree 석사과정  Doctoral Degree 박사과정 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Desired Field of Study  희망계열 | | | | *(You can select multiple fields) \* Please refer to the “University Information” file*  Liberal Arts 인문  Social Science 사회과학  Natural Science 자연과학  Arts and Sports 예체능  Education 교육  Medicine 의학  Agricultural Studies 농학  Artificial Intelligence (AI) 인공지능(AI)  Technology and Engineering 공학 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Most Recently Graduated University 최종 학력  (or expected to graduate) | | | | University Name 대학명 | | | | | | | | |  | | | | | | | | | | | | | Location (Country, City) 소재지(국가, 도시) | | | | | | | | | | |  | | | |
| Achieved or Expected Degree 취득학위 | | | | | | | | | Associate  Bachelor’s  Master’s  Doctoral | | | | | | | | | | | | | Major 전공 | | | | | | | | | | |  | | | |
| Thesis Title  학위논문제목 | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Language Abilities 어학능력 | | | | TOPIK Level  한국어능력시험성적 | | | | | | | | | 1 2 3 4 5 6 | | | | | | | | | | | | | | English Proficiency Test Scores  공인영어성적 | | | | | | | *Type* | | | | | | *Score* |
| Published Papers  (If available)  출판저서 | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Awards  (If available)  수상내역 | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Choice of University & Major | | 지원대학 | | University 대학 | | | | | | | Division 계열 | | | | | | | | | | | | Department 학과 | | | | | | | | | | | | | Major 전공 | | | | |
| Choice 1 | |  | | | | | | |  | | | | | | | | | | | |  | | | | | | | | | | | | |  | | | | |
| Choice 2 | |  | | | | | | |  | | | | | | | | | | | |  | | | | | | | | | | | | |  | | | | |
| Choice 3 | |  | | | | | | |  | | | | | | | | | | | |  | | | | | | | | | | | | |  | | | | |
| Previously Achieved Degree(s)  학력 | | | Period 기간 | | | High School/University/ Institution 학교명 | | | | | | | | | | | | Country 소재국 | | | | | | | | | | | Major 전공 | | | | | | | | | | Degree 학위 | |
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| GPA\*  (ONLY for terms or semesters completed)  성적 (이수  학기만) | School Year | | 1st year | | | 2nd year | | | | | | 3rd year | | | | | | 4th year | | | | | | | | | | 5th year | | | | | Cumulative GPA 평균평점 | | | | | | Score Percentile 환산점수 | |
| Term/ Semester | | 1 | 2 |  | 1 | 2 |  | | | | 1 | | | 2 | |  | 1 | | 2 | | | |  | | | | 1 | | | 2 |  |
| Bachelor’s | | / | / |  | / | / |  | | | | / | | | / | |  | / | | / | | | |  | | | | / | | | / |  |  | | | | | | / 100 | |
| Master’s | | / | / |  | / | / |  | | | | / | | | / | |  | / | | / | | | |  | | | | / | | | / |  |  | | | | | | / 100 | |
| Doctoral | | / | / |  | / | / |  | | | | / | | | / | |  | / | | / | | | |  | | | | / | | | / |  |  | | | | | | / 100 | |
| Employment or Professional Research Experience  근무 또는  연구 경력 | | | | Period | | | | | | Institution/ Company | | | | | | | | | | | | Position | | | | | | | | | | | | | Responsibilities | | | | | |
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| Previous Visits  to Korea  과거 한국 거주 또는 체류 사실 | | | | Period | | | | | | Purpose of Stay | | | | | | | | | | | | City or Region | | | | | | | | | | | | | Affiliated Organization | | | | | |
|  | | | | | |  | | | | | | | | | | | |  | | | | | | | | | | | | |  | | | | | |
|  | | | | | |  | | | | | | | | | | | |  | | | | | | | | | | | | |  | | | | | |
| Previously Received Scholarship Awards from Korean institutions  한국장학금  수혜 경력 | | | | Sponsor 지원기관 | | | | | | | | | | | | Grant Amount 지원금액  (USD/year) | | | | | | | | | | | | | | | Period 수혜기간 | | | | | | | | | |
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| 2024년(yyyy) 월(mm) 일(dd)  Applicant's Name : (signature) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

\* Refer to Appendix A for the grade conversion table.

\* Doctoral degree applicants must put grades information both for Bachelor’s degree and Master’s degree.

**FORM 2. PERSONAL STATEMENT**

*Please type in Korean or in English. The essay must be single spaced within TWO pages, with the font* ***Times New Roman/****바탕체/돋움체, size 11. (11 points)The essay should include the following items. Please remove the instructions after reading it.*

|  |
| --- |
| *- Motivations with which you apply for this program*  *- Educational background*  *- Significant experiences you have had; persons or events that have had a significant influence on you*  *- Extracurricular activities such as club activities, community service activities or work experiences*  *- If applicable, describe awards you have received, publications you have made, or skills you have acquired, etc.*   * It is recommended to submit a supplementary document that can prove what you have described in this personal statement. Please number each document and submit them as “other documents”. Other documents can be submitted in simple photocopies without authentication. |

Date (yyyy-mm-dd) Applicant’s Full Name Signature

**FORM 3. STUDY PLAN**

|  |  |  |  |
| --- | --- | --- | --- |
| Language Study Plan | *o Study plans to improve Korean/English language ability required for taking a degree course before and after you come to Korea.* | | |
|  | | | |
| Goal of study &  Study Plan | | *o Goal of study and detailed study plan* | |
|  | | | |
|
| Future Plan  after Study | | | *o Future plan in Korea or another country after finishing GKS Korea-Japan Scholarship Program* |
|  | | | |

*Instructions: Please type in Korean or in English. The essay must be single spaced within THREE pages, with the font Times New Roman/바탕체/돋움체, size 11. (11 points) Please remove the instructions after reading it.*

Date (yyyy-mm-dd) Applicant’s Full Name Signature

**FORM 4. RECOMMENDATION LETTER**

*Instructions: Please fill in your name and other required information below and deliver (or email) this form to the person who will write the recommendation letter. Request your referee to seal the letter of recommendation in an official envelope and sign across the back flap. Recommendation letters that are not dated, signed, or sealed will not be accepted.*

Name of Applicant: (Family Name) (Given Name)

Country of Citizenship:

Desired Degree Program:  Associate Degree  Bachelor’s Degree  Master’s Degree  Doctoral Degree

Intended Major:

**To be completed by the referee:**

*Your frank and candid evaluation of the applicant will be highly appreciated in the selection of GKS Korea-Japan Undergraduate/Graduate program awardees and the admissions to a Korean university. We greatly appreciate your time and effort.*

**\*You may use your own recommendation letter template and attach your letter to this form. We hope to glean the following information of the applicant from your recommendation letter:**

- How long have you known the applicant and in what relationship?

- What are applicant’s capabilities, strengths, and weaknesses? (in regards to academic achievement, passion and interest for intended major, future academic potential, integrity, responsibility, independence, creativity, adaptability, communication skills, and others)

- Please comment on the applicant’s performance record, potential, or personal qualities which you believe would be helpful in considering the applicant’s application for the proposed degree program.

Recommender’s Name

Recommender’s Signature Date

Position or Title: School (Institution):

Address:

(zip-code: )

Email: Tel:

***! Instruction for the recommender: After completing the recommendation letter, please add date and your signature at the bottom. Recommendation letters that are not signed and dated will not be considered valid. Please attach this form and your recommendation letter sealed in an envelope (sign across the back flap) and deliver the sealed envelope to the applicant.***

***!! For the recommenders of Embassy Track Applicants: Please printout or make three additional photocopies of the letter you wrote and sign all copies (1 original and 3 photocopied letters) respectively. Please enclose all 4 letters and this form altogether in an official envelope and sign across the back flap.***

**FORM 5. APPLICANT AGREEMENT**

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **As an applicant for 2025 GKS Korea-Japan Undergraduate/Graduate program, I agree to abide by the following;**   1. The information I have provided in this application forms are true and accurate and all documents I submitted to the National Institute for International Education (hereafter NIIED) are genuine. 2. I understand that all the documents submitted to NIIED will not be returned regardless of the final outcome of the selection process. 3. I will abide by all the Korean laws and ordinances. 4. I will respect and uphold the values of the Korean culture and society. 5. I will fulfill my responsibilities as a GKS Korea-Japan Government scholar to the best of my abilities. 6. I will not participate in any form of political activities (such as organizing or joining a political party, attending political meetings, publishing articles and declarations, and organizing or participating in political demonstrations). 7. I will maintain financial integrity at a personal level. 8. I accept NIIED’s decision concerning the degree program and the Korean language program. 9. I understand that once I am selected as a GKS Korea-Japan Government scholar, I am not permitted to change the university, either for the Korean language program. 10. I will abide by the academic regulations and requirements of NIIED, Korean language institution, and university. 11. I understand that if I have any dependents that will accompany me to Korea, I am responsible for all matters concerning those dependents such as visa issuance and that NIIED will not provide any extra expenses or support regarding my dependents. 12. I give permission to NIIED, the Ministry of Education of Korea, the Ministry of Foreign Affairs of Korea, the Ministry of Justice of Korea, and affiliated institutions to use the contact information provided in my application for the purpose of visa issuance, communication, conducting surveys, and sharing information as needed. 13. I hereby authorize NIIED to verify the information disclosed in this application form and the documents required as well as to collect any other information deemed necessary to determine my suitability as an applicant from any institution, organization or individual issuing said information and/or documentation. This includes but is not limited to contacting recommenders or previous employers. 14. I hereby understand that all information provided to NIIED will be stored in secured servers where access will be limited to department in charge and its affiliates. I understand that all reasonable efforts will be made to protect confidential and sensitive information. By signing below and submitting my application, I agree to these terms. 15. I understand that failure to uphold any of the above statements may be grounds for termination of my scholarship offer.   *(continued in the next page)*  **「National Institute for International Education (NIIED)」 intents to collect and use your personal information including disclosure to third parties for the GKS Korea-Japan Undergraduate/Graduate program selection, based on the 「Personal Information Protection Act」 and its provisions. We will use the collected data only for its intended purpose and inform the user for an agreement whenever the purpose of information collection is changed. Please provide us whether you agree or not on the terms of personal data collection and usage after referring to the information below.**   |  | | --- | | **Agreement on Collection and Use of Personal Data** | | NIIED collects and uses the applicants’ Personal Information; and is able to provide such information for a third party in accordance with NIIED policy and regulations.   * **Personal Information Collected**: name, date of birth, sex, nationality, contact information, TOPIK score, career and educational record, university information applied, and language proficiency * **Purpose**: Selecting GKS Korea-Japan Scholar * **Retention Period**: more than 5 years  1. If you do not approve our collection and use of your personal information, you have the right to refuse to the use of personal information mentioned above. However, due to your refusal, your application may be excluded in the selection procedure. | |  | | **Agreement on Collection and Use of Sensitive Information** | | | 1. NIIED collects and uses the participants’ Sensitive Information; and is able to provide such information for a third party in accordance with NIIED’s policy and regulations.  * **Sensitive Information Collected** : Medical information * **Purpose**: Selecting GKS Korea-Japan Scholar * **Retention Period** : At least 5 years for hard copy / 20 years for soft copy  1. If you do not approve our collection and use of your personal information, you have the right to refuse to the use of personal information mentioned above. However, due to your refusal, your application may be excluded in the selection procedure. | | |  | |   **I confirm that I read all of the above conditions. I also understand that the violation of any one of the above might result in warning or cancellation of the scholarship.**   |  | | --- | | Date (yyyy-mm-dd) Applicant’s Full Name Signature | |  | |

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# **FORM 6. PERSONAL MEDICAL ASSESSMENT**

**Attention!** This form is just a personal medical assessment and applicants do not need to get a comprehensive medical examination at this stage. However, all applicants who pass the 2nd round of selection must receive comprehensive medical checkup and submit an Official Medical Examination issued by a medical doctor or a licensed hospital. *(The Official Medical Examination form will be posted in the GKS Notice board along with the announcement of successful candidates of 2nd round of selection)* After arriving in Korea, all GKS Korea-Japan scholars will be subject to a medical examination (including TBPE drug test) administered by NIIED in accordance with the requirements of the Korea Immigration Service. If the results show that the applicant is unfit to study and live overseas, he or she may be disqualified from the scholarship.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Gender | Male  Female | **HEIGHT** | cm | | **WEIGHT** | kg |
| QUESTION | | | YES | NO | IF YES, PLEASE EXPLAIN | |
| Have you ever had an infectious disease that posed a risk to public health? (e.g. tuberculosis) | | |  |  |  | |
| Do you have allergies? | | |  |  |  | |
| Do you have hyper tension? | | |  |  |  | |
| Do you have diabetes? | | |  |  |  | |
| Do you have any type of Hepatitis? | | |  |  |  | |
| Have you ever suffered from or been treated for depression, anxiety, or any other mental or mood disorder? (If you have received treatment, please explain and attach an official medical report.) | | |  |  |  | |
| Have you ever been addicted to alcohol? | | |  |  |  | |
| Have you ever abused any narcotic, stimulant, hallucinogen or other substance, either legally or illegally? | | |  |  |  | |
| Have you been hospitalized in the last two (2) years? | | |  |  |  | |
| Have you had any serious injury, ailment or sickness in the last five (5) years? | | |  |  |  | |
| Do you have any visual or hearing impairment? | | |  |  |  | |
| Do you have any physical disabilities? | | |  |  |  | |
| Do you have any cognitive/mental disabilities? | | |  |  |  | |
| Are you taking any prescribed medication? | | |  |  |  | |
| Are you on a special diet? | | |  |  |  | |
| Are you pregnant? | | |  |  |  | |

Date (yyyy-mm-dd) Applicant’s Full Name Signature